

EXECUTIVE SECRETARIAT

Routing Slip

TO-		ACTION	INFO	DATE	INITIAL
1	DDI				
2	DDCI				
3	EXDIR				
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8	DDSET				
9	Chief of Staff				
10	GC				
11	IG				
12	Compt				
13	D. EEO				
14	D/Pers				
15	D. OGA				
16	C. PAD OGA				
17	SA-14				
18	SA-001				
19	SA-005				
20	SA-005/EX	✓			
21					
22					
SUBSTANCE					
DATE					

STAT

Executive Secretary

9/24/83

Deputy



Washington, D.C. 20520

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September 19, 1983

MEMORANDUM FOR: D - Mr. Dam
P - Mr. Eagleburger
E - Mr. Wallis
W - Mr. Schneider
M - Mr. Van Gorkom
C - Mr. Derwinski
A - Mr. Tracy
AF - Mr. Crocker
ARA - Mr. Motley
CA - Mr. Asencio
EA - Mr. Wolfowitz
EB - Mr. McCormack
EUR - Mr. Burt
HA - Mr. Abrams
INM - Mr. DiCarlo
INR - Mr. Montgomery
IO - Mr. Newell
L - Mr. Robinson
NEA - Mr. Veliotis
OES - Mr. Malone
PA - Mr. Hughes
PM - Mr. Howe
S/CPR - Mrs. Roosevelt
S/P - Mr. Bosworth
ACDA - Mr. Adelman
AID - Mr. McPherson
USIA - Mr. Hursh-Cesar
NSC - Mr. Kimmitt
OSTP - Mr. Linder
TREAS - Mr. Pickford
DOD - Col. Stanford
USDA - Mr. Lett
USDOC - Ms. Robbins
DOT - Ms. Anderson
USTR - Mr. Whitfield
CIA -

SEP 20 1983
83-47772

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SUBJECT: Visit of President Reagan and Secretary Shultz
to East Asia and the Pacific, November 2-16, 1983

COORDINATOR: Michael W. Michalak, EA, tel. 632-2146, Room 6205

S/S-S ACTION Walter Pflaumer, tel. 632-8338, Room 7241
OFFICER:

This memorandum assigns responsibilities for the preparation of briefing materials for use by the President and Secretary Shultz during the President's visit to Hawaii, Guam, the Philippines, Indonesia, Thailand, Japan, and Korea.

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1. MEMORANDA TO THE PRESIDENT FROM SECRETARY SHULTZ.

A. EA should prepare a memorandum for the President from the Secretary outlining the setting and key objectives for the trip in general. The memo should be no more than two pages in length and should not include talking points or underlining. S/S will provide a format sample. The memo is due in S/S-S in final form with all appropriate clearances (P and S/P at a minimum) by COB on October 17.

B. EA should prepare a memorandum from the Secretary to the President for each country visited. These memoranda should outline the setting and key issues for the individual countries. The primary focus for each should be the President's meeting with the head of state/head of government. These memos should expand on any relevant themes previously mentioned in the SecPres described in 1A and discuss other key issues. Each memo should not exceed two pages in length and there should be no underlining. S/S will provide a format sample. As an attachment to each memo, EA should provide one page of bullet-style talking points for the President to use in his meeting with the head of state or government. These memos are due in S/S-S with all appropriate clearances by COB on October 17.

2. ADDITIONAL BRIEFING MATERIALS FOR THE PRESIDENT. EA should provide bullet-style talking points for each substantive meeting and event in which the President will participate, other than those covered in 2B above. These should be done on State Department Briefing Paper and should be under cover of a Hill-Clark. S/S will provide a format sample. These talking points are due in S/S-S with all clearances by COB on October 17.

3. MEMORANDUM FOR THE SECRETARY FOR USE IN BRIEFING THE PRESIDENT. EA should provide a memorandum for the Secretary to aid him in briefing the President prior to the visit. The paper should be a road map to guide the Secretary through the briefing, point by point. It should include talking points on each issue to be discussed. The memo should be divided into sections, with one on the trip as a whole and a separate one on each country to be visited. Each section should begin on a new page and should not exceed three to four pages in length. S/S will provide a format sample. The memo is due in S/S in final form with all clearances by COB on October 21.

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4. CHECKLIST FOR THE SECRETARY. EA should prepare a checklist for the Secretary's use on each country visited. This checklist, in the form of a briefing memorandum from Assistant Secretary Wolfowitz, should be a brief reiteration of our positions on the major issues to be addressed during the trip and should be based on the talking points for the Secretary's briefing of the President. S/S will provide a format sample. The checklist should not exceed one and a half pages and is due in S/S-S by COB on October 21.

5. ACTION MEMORANDUM TO THE SECRETARY ON HIS PARTICIPATION IN THE VISIT. EA should provide an action memo to the Secretary by COB on October 7 with recommendations as to his participation in the visit. This should include every event in which he may participate.

6. BRIEFING MEMORANDA AND BULLET PAPERS FOR THE SECRETARY. EA should prepare separate briefing memoranda and bullet papers for the Secretary from Assistant Secretary Wolfowitz for any bilateral meetings the Secretary has. The format is the standard one for the Secretary's meetings with foreign leaders, with no underlining. A briefing memorandum should also be prepared in this format for the Secretary's meeting with the ASEAN foreign ministers. These memoranda and attached bullet papers are due in S/S-S in final form with appropriate clearances by COB on October 21.

7. SCENARIOS FOR THE SECRETARY. EA should prepare individual scenarios for use by the Secretary for every event in which he will participate. These are due in S/S-S in final form by COB October 25. Dinner and luncheon scenarios should have as attachments a seating chart (if possible), guest list, and a toast (if appropriate).

8. PUBLIC STATEMENTS. EA should prepare drafts of any public statements that will be made by the President or the Secretary. At a minimum, these statements should be cleared by P and S/P. Statements should be double spaced on plain white bond with those for the White House done under cover of a Hill-Clark. For the Secretary's statements, each page should end with a complete sentence. Statements should be in S/S-S with all clearances by COB on October 14. At this time, the following statements are needed (additional statements may be required later).

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Except where indicated, all statements are for delivery by the President.

GUAM

1. Arrival Statement
2. Remarks to Leaders

PHILIPPINES

1. Arrival Statement
2. Luncheon Toast
3. Departure Statement

INDONESIA

1. Arrival Statement
2. ASEAN Remarks
3. ASEAN Expanded Luncheon Toast
4. Wreath Laying (Kalibata)
5. Remarks to Embassy Staff
6. Dinner Toast
7. APCAC Speech
8. Departure Statement

THAILAND

1. Arrival Statement (contingency)
2. Acceptance of Honorary Degree
3. Luncheon Toast
4. Meeting w/Indochinese Refugees/Amerasian Children
5. Departure Statement (contingency)

JAPAN

1. Welcome Remarks (delayed arrival statement)
2. Call on Emperor
3. Luncheon Toast
4. TV Interview
5. Press Reception
6. Dinner Toast
7. Diet Speech
8. Veteran's Day Event at Yokota
9. Secretary's Toast at Foreign Minister's Lunch
10. Keidanren Japan/American Society Reception
11. ACCJ Reception (remarks/toast)
12. Departure Statement

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KOREA

1. Arrival Statement (airport)
2. Welcome Statement (Yoido)
3. ROK Army Statement
4. Luncheon Statement to U.S. Troops
5. Statement at Mortar Platoon Site
6. Remarks at Camp Collier
7. Dinner Toast
8. National Assembly Speech
9. Tree Planting
10. Reception w/National Assembly Members
11. Luncheon Toast
12. Remarks to Embassy Staff
13. Departure Statement

9. BIOGRAPHIC MATERIAL. EA should provide S/S-S with a list of foreign officials the President and the Secretary are likely to meet during their visit. The list is due in S/S-S by COB on September 30.

10. SCHEDULES SHOWING THE PRESIDENT'S AND SECRETARY'S PARTICIPATION IN EVENTS. EA should prepare separate schedules on plain white bond paper for the Secretary and the President, showing only events in which each will participate. EA should also prepare a summary schedule on plain white bond listing all events during the trip. S/S will provide format samples. The schedules are due in S/S-S by COB on October 20.

11. BACKGROUND PAPERS. The following one-page background papers are required for use by the President and the Secretary. S/S will provide a format sample. All of these papers should be cleared with EA and routed through the Trip Coordinator. They are due in S/S-S with all clearances by COB on October 12.

PAPERDRAFTCLEARGeneral

- | | | |
|-----------------------------------|-----|--------------------|
| 1. Chinese Foreign Policy in Asia | EA | P, T, DOD, CIA, PM |
| 2. Soviet Foreign Policy in Asia | EUR | P, T, DOD, CIA, PM |
| 3. Pacific Basin Initiative | EA | E, EB, AID |
| 4. Global Economic Issues | EB | E |

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PAPERDRAFTCLEARPhilippines

1. Political Normalization	EA	P
2. Human Rights	EA	HA, P
3. Security Relationship	EA	PM, DOD, T
4. Economic Situation and U.S. Measures	EA	E, EB, DOC, USTR, TREAS, USDA
5. Trade and Transportation Issues	EA	EB, DOT, E
6. The Aquino Aftermath	EA	P, DOD, HA, PM
7. International Issues of Common Accord	EA	PM, DOD, P

Indonesia

1. Indonesian Foreign Policy	EA	DOD, P, CIA, PM
2. The Indonesian Political Scene	EA	P, HA
3. The Indonesian Economy and U.S.- Indonesian Economic Relations	EA	E, EB, DOC, TREAS, USTR
4. Commercial Issues	USDOC	E, EB, TREAS, USTR, USDA
5. Security Issues	DOD	T, PM, EA, CIA
6. Scientific and Technological Commodities	OES	EA, OSTP
7. Human Rights	EA	HA

ASEAN

1. Trade Issues	EA	E, EB, DOC, TREAS, USTR, USDA
2. Commodities	EA	E, EB, DOC, TREAS, USTR, USDA
3. ASEAN-U.S. Economic Cooperation	EA	E, EB, DOC, TREAS, USTR, OES, USDA
4. Whither ASEAN	EA	P
5. Indochina	EA	P, PM
6. Other ASEAN Political Issues	EA	P, PM

Thailand

1. Economic Issues	EA	E, EB, DOC, TREAS, USTR, USDA
2. Treaties under Negotiation	EA	L, P, OES
3. Refugees and Piracy Refugees	EA	RP, P
4. Narcotics	EA	INM
5. Security Issues, Security Assistance	EA	P, T, DOD, PM
6. Yellow Rain	EA	P, DOD, CIA, PM

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Japan

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| 1. Bilateral Economic Issues | EA | E, EB, USTR, DOC, TREAS, USDA |
| 2. US-Japan Cooperation on
Global Economic Issues | EA | E, EB, USTR, DOC, TREAS, USDA |
| 3. Japanese Defense | EA | P, DOD, CIA, PM, T |
| 4. International Political Issues | EA | P, CIA |
| 5. Soviet Relations and Arms Control | EUR | P, ACDA, DOD, PM, CIA |
| 6. Scientific Issues | OES | T, E, DOC |
| 7. Oceans Issues | OES | E, EB, DOC |

Korea

- | | | |
|---|-----|------------------------|
| 1. Security on the Peninsula (military
balance; US-ROK Security
arrangements) | DOD | PM, T |
| 2. Current Issues in US-ROK Security
Relations | EA | DOD, PM, T |
| 3. Current Issues in US-ROK Economic
Relations | EA | USTR, DOC, USDA, E, EB |
| 4. The Korean Political Situation
and Prospects for Stability | EA | P, CIA |
| 5. The Situation in North Korea | CIA | P, DOD, PM |
| 6. North-South Korean Relations:
Prospects for Tension Reduction | EA | P, DOD, CIA, PM |
| 7. China, the USSR and the Korean
Peninsula | EA | EUR, P, CIA, PM |
| 8. ROK Foreign Policy Priorities | EA | P, CIA, PM |

12. COUNTRY PROFILES. EA should prepare one-page profiles for all countries participating in the ASEAN foreign ministers meeting. These papers should provide a brief history of the country, assess recent political and economic developments and describe the state of U.S. relations with the country. S/S will provide a format sample. As a covering paper, EA should do a one-page profile of southeast Asia as a whole that ties together themes developed in the individual papers. The profiles, under cover of a Hill-Clark, are due in S/S-S with INR, P and other appropriate clearances by COB on October 12.

13. PRESS THEMES. EA should prepare press themes for contingency use by the Secretary, one set for the overall trip and a set for each country. They should be done on plain white bond and should be cleared by P, PA and S/P at a minimum. The themes are due in S/S-S by COB on October 19.

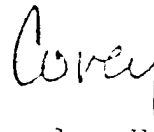
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FORMAT

All papers going to the White House must be letter-perfect. Be sure to place drafting and clearing information for all background papers/country profiles plus papers for the White House on a separate page. S/S-S requires the original plus two copies of all material.



Charles Hill
Executive Secretary

(TRIP#314)

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